

## Instructions to Nebraska Schools for Editing Local Information in the State of the Schools Report Website

**You will be viewing embargoed data.**

The data you are able to view is still being corrected. You are asked to not share this information with others outside of your authorized district personnel.

### ***Important Note About Embargoed Data:***

We want schools to report the most accurate information possible. Although the state averages on the website are based on real data, changes in school district and building data will result in changes in state averages. Therefore, the state data including state averages and district ratings are embargoed until they are released to the public. **We request that you release NO state level data to the press or public until December 15<sup>th</sup>.**

The preview window provides all districts the opportunity to review:

1. All data that will be displayed to the public on the State of the Schools Report. During the Preview Window, you are able to view only your own school district and building data.
2. Districts will see their mathematics portfolio ratings that were used in AYP calculations. Districts may view portfolio feedback by accessing the Nebraska-Led Peer Review Stars (NLPRS) through the NDE Portal. If a district mathematics portfolio is still under appeal and the rating, not yet final, AYP was calculated using the most recent rating, and the final AYP decision is subject to change upon the completion of the mathematics portfolio. Those districts will need to revisit the site in November when it opens again.
3. Adequate Yearly Progress (AYP) decisions that have been made on the data submitted by the districts through the Nebraska Student and Staff Record System (NSSRS). In the law, NCLB requires the districts to make the AYP decisions for schools and the State to make the AYP decisions for the districts. Due to the complexity of the procedure used to make AYP decisions, the State has determined both school and district AYP Status. Districts have this preview window to verify and appeal AYP decisions.
4. Data submitted through the NSSRS was used for this Preview. Districts should review all their data and the decisions made using that data carefully. Review the data in each of the links both at the school district and the school building level as the selections are different. There are also many changes in the displays of data as STARS data is disaggregated for the first time.
5. Districts are not able to make any changes to data as in the past. Changes to data will require the district to submit new templates of student data. Districts may submit a Request to Change Data or an AYP Appeal.

### **Request to Change Data**

To submit a request to change NSSRS Data (student or assessment data):

- Print the screen(s) and indicate the issue(s) or problem(s)
- Attach a detailed description of the problem and the source of the problem.

Example: Alternate assessment results for 5<sup>th</sup> grade Reading not included – student data not submitted

- Sign and date the printed copy. Mail or fax to:  
Nebraska Department of Education  
Attention Assessment Office  
Box 94987, Lincoln, NE 68509  
Phone: 402/471-2495      Fax: 402/471-4311

To submit a request to change CDC Information (building/district descriptions, improvement goals, mobility, or NRT data):

- Print the screen(s) and indicate the issue(s) or problem(s)
- Attach a detailed explanation of the problem and the source of the problem.

Example: NRT data for Grade 4 Reading is not correct – data submitted in CDC is incorrect.

Example: School Improvement Goals are not correct – District adopted new goals but did not update them in CDC.

- Sign and date the printed copy.
- Mail or fax to:  
Nebraska Department of Education  
Attention Assessment Office  
Box 94987, Lincoln, NE 68509  
Phone: 402/471-2495      Fax: 402/471-4311

The district's Request to Change Data will be reviewed and, if approved, the district will be notified as to when new data can be submitted.

**All Requests to Change Data must be submitted by September 19, 2008.**

### **Adequate Yearly Progress (AYP) Appeals**

The AYP decisions and the AYP Status decisions for consecutive years of progress (School Improvement) will be displayed to the public with the final State of the Schools Report. The AYP pages have the new participation rate which counts the number of students enrolled at the end of the school year who were not assessed, had modified or out-of-level tests or had no assessment results reported.

To submit an AYP Appeal:

- Print the screen that contains the AYP decision(s) you are appealing.
- Attach a detailed explanation of what is being appealed and why. If a data error, identify the source and/or what needs to be changed as specifically as possible.
- Sign and date the printed copy.
- Mail or fax to:

Nebraska Department of Education  
Attention Assessment Office  
Box 94987, Lincoln, NE 68509

Phone: 402/471-2495

Fax: 402/471-4311

The district's appeal will be reviewed and, if approved, the district will be notified as to when new data can be submitted.

**All Appeals to AYP decisions must be submitted by September 19, 2008.**

***Pending Data:***

Here is a list of data items that will not be available for this preview period:

- Teacher Data
- Career & Technical Education Data
- High School Curriculum Data
- NCLB Qualified Teachers Data
- American College Test Data
- Kindergarten/Pre-K Data
- High Ability Learners Data
- General Educational Development Data
- Attendance Rate Data
- Percentage of Students in Special Education Programs
- Students Eligible for Free/Reduced Priced Meals on the Northern Tier Reports
- National Assessment of Educational Progress



**AYP - Important NOTE!**

If a district's Math Portfolio Rating is still under appeal and not final, AYP was calculated using the most recent ratings, and might change upon the completion of the 2007-08 Math Portfolio process. Those districts will need to revisit the site the next time it opens which will be in November.